



Business Warehouse Reporting Appropriation Summary Report

- ✓ Click on Workbooks icon
- ✓ Locate the folder titled: **Business Warehouse – Folders Only** and then locate the **Biennial Cost Center Budgeting** folder
- ✓ Double click on **Appropriation Summary**
- ✓ Place cursor in cell “A1” of worksheet
- ✓ Click on the refresh icon in the **SAP Business Explorer** toolbar
- ✓ Click “Yes” to refresh the queries
- ✓ Fill in **Fiscal Year (2004)**
- ✓ Fill in **Previous Year (2002)**
- ✓ Fill in **Business Area**
- ✓ Fill in **Funds Center** (for a single funds center fill in the funds center, for more than one funds center, click the **Multiple Selection** yellow arrow and on the **Single Val** tab, enter the funds center numbers)
- ✓ Fill in **Fund (optional)**
- ✓ Fill in **Previous Fiscal Year (2002)**
- ✓ Check query selections by clicking on scales
- ✓ Click the **Execute** icon or press **F8** to execute the query
- ✓ Report will be formatted to print on letter size paper. **DO NOT MAKE ANY FORMATTING CHANGES TO THIS REPORT BEFORE YOU SAVE IT TO YOUR AGENCY’S BW FOLDER.**
- ✓ Click on blue save icon in the **BW** toolbar
- ✓ Click on “**Save as a New Workbook**”



Business Warehouse Reporting Appropriation Summary Report

- ✓ **Scroll down to your Agency folder**
- ✓ **Click on the 2003-05 folder within your agency folder**
- ✓ **Type the report name in the “Description” box**
- ✓ **Click OK**

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Appropriation Summary

7/1/02

Agency Name AR STATE LIBRARY
Agency Code 0519
Appropriation Name Library-State Oprs
Appropriation Code 054
Fund Name St Lib Acct-State
Fund Code EPA0100

Commitment Item		Expenditures						Agency Request											
		2001-02		2002-03		2002-03		2003-04				2004-05							
Name	Code	Actual	# of Pos.	Budget	# of Pos.	Authorized	# of Pos.	Base Level	# of Pos.	Change Level	# of Pos.	Total	# of Pos.	Base Level	# of Pos.	Change Level	# of Pos.	Total	# of Pos.
Regular Salaries	5010000	1,523,380	42	1,531,843	42	1,542,769	42	1,571,671	42	78,681	3	1,650,352	45	1,612,534	42	80,725	3	1,693,260	45
Extra Help	5010001	8,837	7	10,000	7	10,000	7	10,000	7	0	0	10,000	7	10,000	7	0	0	10,000	7
Pers Serv Match	5010003	380,845	0	396,471	0	399,834	0	392,918	0	22,360	0	415,278	0	403,133	0	22,709	0	425,842	0
Operating Expenses	5020002	1,023,786	0	1,113,405	0	1,200,000	0	1,113,405	0	15,363	0	1,128,768	0	1,113,405	0	16,903	0	1,130,308	0
Conf Fees & Travel	5050009	1,006	0	552	0	5,000	0	552	0	9,168	0	9,720	0	552	0	9,168	0	9,720	0
Prof Fees & Services	5060010	0	0	0	0	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	12,000	0	0	0	36,500	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		2,949,854	49	3,052,271	49	3,204,103	49	3,088,546	49	125,571	3	3,214,117	52	3,139,624	49	129,506	3	3,269,130	52

Funding Sources																			
Name	Code																		
General Revenue	4000010	2,949,854	*****	3,052,271	*****	*****	*****	3,088,546	*****	125,571	*****	3,214,117	*****	3,139,624	*****	129,506	*****	3,269,130	*****
Grand Total		2,949,854	*****	3,052,271	*****	*****	*****	3,088,546	*****	125,571	*****	3,214,117	*****	3,139,624	*****	129,506	*****	3,269,130	*****